



الوكالة الدولية للطاقة الذرية
国际原子能机构
International Atomic Energy Agency
Agence internationale de l'énergie atomique
Международное агентство по атомной энергии
Organismo Internacional de Energía Atómica

Request for Proposal (RFP) No 13021-BF

INSTRUCTIONS FOR PREPARATION OF THE PROPOSAL

These instructions shall apply in addition to the standard IAEA “Instructions for Bidders”.

This Solicitation consists of the following parts:

1. Cover Letter
2. Instructions For Preparation of the Proposal
 - A) Submission of the Proposal
 - B) Content of the Commercial Proposal
 - C) Content of the Technical Proposal
 - D) Evaluation Criteria
3. Draft Contract Purchase Agreement and General Conditions of Contract
4. Statement of Work
5. *U.N. Common Supplier Registration Form*

To be filled if you have not submitted a registration form to the IAEA or UNGM within the last two years. If your company is a registered UNGM supplier, please provide the reference number.
6. *Acknowledgement of Receipt*

To be sent back to the IAEA by e-mail within 5 working days after receipt of the Solicitation.

Two Rounds of Clarification

Any clarifications on bidding documents, including the Contract, required by a Bidder must be requested in writing from the Responsible Contracting Officer to the email address provided on the cover letter. Such requests must be provided by 5 June 2012 and by 20 June 2012 for the second round of clarifications. The responses to all requests for clarifications submitted by any Bidder will be provided on 11 June 2012 for the first round and on 26 June for the second round; these clarifications will be sent to all the bidders and posted on UNGM.

No consideration will be given to requests for clarifications submitted after 20 June 2012, unless for cases of substantial mistakes in the Solicitation documents and clarification provided thereto.

Proposal Presentation

The IAEA will invite shortlisted bidders, at their own expense, to present their proposal in person at IAEA offices in Vienna or via video conference or combination of these. This is currently planned for the week of 30 July to 3 August 2012. The proposal presentation shall cover the implementation plan, proposed schedule for achieving Phase 1 and 2 by March 2013, and major risks. The bid presentation team should include as a minimum the proposed project manager and technical lead.

The provisional timeline for this procurement is as follows:

Milestones	Date
Tender released to bidders	23 May 2012
First cut-off date for submission of any questions on the bid documents (Round 1)	5 June 2012
Clarifications provided by the IAEA (Round 1)	11 June 2012
Last day for submission of any questions on the bid documents (Round 2)	20 June 2012
Clarifications provided by the IAEA (Round 2)	26 June 2012
Tender closing date	2 July 2012
Shortlisted suppliers presentations in Vienna	30 July - 3 August 2012
Contract Award	7 September 2012
Kick-off Meeting in Vienna	13-14 September 2012
Consultancy Meetings on Content in Vienna	17-28 September 2012

A) SUBMISSION OF THE PROPOSAL

Language: The proposal shall be in the English Language.

Length of Proposal: the Proposal should be precise and concise. Catalogues, marketing or commercial documentation should be avoided, unless necessary for the Proposal.

Format of the proposal: **The Proposal should be preferably submitted in electronic format (i.e via Email)** to the address indicated below. If not possible due to technical or size constraints, the proposal can be submitted in hard copy (paper form or electronic media like DVD, memory stick).

Whichever format is chosen by the Bidder, the entire documentation shall be provided in one format only. Mixed submissions will not be considered.

Submission in TWO SEALED ENVELOPES (hard copy)

If you wish to submit your bid proposals in hardcopy, you are required to submit them in **two (2) sealed envelopes**, as follows:

- one envelope shall contain the *Technical Proposal*, including:
 - a) one (1) original Technical Proposal
 - b) three (3) copies of the Technical Proposal
 - c) two (2) copies of the Commercial Proposal volume **with all prices removed**.
No prices may appear in the Technical Proposal.
- one (1) envelope shall contain the *Commercial Proposal*, including
 - a) one (1) original Commercial Proposal
 - b) two (2) copies of the Commercial Proposal

You must clearly mark the documents as “Original” and “Copy”. In the event of any discrepancy between them, the Original shall govern. The Original shall be signed by a Bidder’s key representative duly authorised to submit a binding proposal in the name of the Bidder.

If a large amount of support documentation is to be submitted, you should also provide a copy of this documentation on media support such as CD/DVD or memory stick (documents shall be Windows readable).

ON THE OUTSIDE SURFACE EACH ENVELOPE shall be labelled as follows:

SEALED BID - PLEASE DO NOT OPEN
For IAEA BID: 2012-13021-BF
Closing Date: 2012-06-03
TECHNICAL or COMMERCIAL Proposal - as applicable

The Proposals shall be submitted to the following address:

International Atomic Energy Agency (IAEA)
Vienna International Centre
Wagramer Strasse 5, A-1400 Vienna, Austria
Attention: Office of Procurement Services (MTPS)
Quality Assurance Unit (Room B04-76);
Tel.: +43-1-2600-22374 or 21876 or 22367

Submission in ELECTRONIC FORMAT

The proposal shall be sent to the following Email address:

Official-Mail.Tenders@iaea.org

Do not send other communications to this Email !!

For other communications use the Email of the Procurement Officer indicated on the cover letter of the solicitation however do not submit the Proposal or copy the Proposal to the Procurement Officer as it will invalidate your proposal.

The proposal shall be split in two files: "Commercial Proposal" and "Technical Proposal".
The submission shall follow the instructions for sealed envelopes above, except that no additional copies shall be provided.

B) CONTENT OF THE COMMERCIAL PROPOSAL

Currency: All prices shall be defined in **EURO**.

The following points must be explicitly addressed in the Commercial Proposal by number and in the order shown:

1. Provide full contact details for questions regarding your proposal and those to be used on any resulting order or contract: legal name, address, telephone number, fax number, e-mail address, and contact person(s).
2. Indicate your own reference bid number and date of your bid.
3. Payment Terms: The IAEA will not provide any advance payments or payments by letter of credit. The standard terms of payment by the IAEA are 30 (thirty) days subject to acceptance by the IAEA and receipt of invoice.
4. Confirm that your proposal is valid for minimum 90 days from the closing date.

5. Indicate the estimated anticipated Total Price for the E-learning Modules described in Section 1.2 of the Statement of Work (excluding any taxes).
6. Provide a detailed breakdown of the above Total Price listing the levels of effort and the applied rates from the Rate Card below for each E-learning Module.
7. Provide a schedule of rates or 'Rate Card' to enable us to quickly and easily estimate future effort required for further modules and for the procurement of future e-learning materials for any part of the IAEA as per table sampled below. The rate card shall be firm and fixed for 3 years as of 2012-09-01 with options for up to 2 years thereafter (5 years total), prices may be adjusted based on independent cost indicator if this is defined in the proposal and if the indicator is acceptable to the IAEA. For your convenience, the Excel File is one of the attachments.

Rate Card - Sample			
Task	Unit (minute, hours, days, screen)	Price per Unit in €	Remarks
Screen Design			
Full screen design	screen		
Small info slide	screen		
Question/Quiz Screens	screen		
Tests	screen		
Interaction Screens	screen		
Help Screens	screen		
Glossary	screen		
Imbedded in Screens			
Text	words		
Pictures	piece		
Animation	minute		
Linked PDF's	pdf		
Games and other interactive parts (to assess the learning process)	part		
Video	minute		
Audio Content	minute		
Voiceover	screen		
Manuals			
Administration Manual	manual		
User Manual	manual		
Maintenance Manual	manual		
Other			
Translation into French			
Translation into Spanish			
Translation into Arabic			

8. Provide rates for the translation of the already developed e-learning materials you have created for us into other Agency languages (e.g.: French, Spanish and Arabic) as this is envisioned as a further project.

All prices shall be net of any taxes. If any tax or fee might be applied, this shall be defined separately.

Note for contractors located in the EU: IAEA is an international organization and therefore does not have a VAT number. IAEA is exempted from VAT in the EU in accordance with EU Directive 2006/112/EC - Article 151 (*previously EU VAT Directive 77/388/EEC - Article 15 paragraph 10*). Only contractors located in Austria will be paid the applicable VAT (MwSt).

9. State any discount terms offered for early payment of invoices.
10. Confirm acceptance of the draft Contract Purchase Agreement and the IAEA General Conditions of Contract.
11. Demonstrate adequacy the financial soundness of your company
 - a. Adequacy of financial resources to perform the work under the contract;
 - b. Proof of incorporation in accordance with the laws of your country and a statement that your company possessed all applicable licenses to operate;
 - c. Company organization, experience, quality certifications, accounting and operational controls; and
 - d. Provide your company's Financial Statements for the last 3 years of business operation, and certified by the Executive Director or equivalent.

A failure to provide the complete data as required above may be considered as non-compliance to meet requirements of Proposal.

12. Disclose any use of subcontractors intended to be used for this project.

C) CONTENTS OF TECHNICAL PROPOSAL

The following points must be explicitly addressed in the Technical Proposal by number and in the order shown:

1. Describe your company and experience in providing e-learning material, including a summary of the pool of experts.
2. Prepare a conceptual proposal, including methodology, for how you would plan and implement the work described in the Statement of Work. The IAEA intends to monitor the Contractor's performance as follows, but not limited to (Bidders are encouraged to propose additional indicators):
 - The extent to which the Contractor fulfills all technical specifications and functionality requirements as outlined by the IAEA in the Statement of Work for each deliverable;
 - The time required by the Contractor to produce a prototype and the turnaround time to answer questions and the time required to respond and apply fixes as requested by the IAEA;
 - The extent to which the Contractor meets the quality controls agreed with the IAEA;
 - The extent to which the Contractor performs timely delivery in accordance with the agreed delivery schedule;
 - The extent to which the Contractor provides maintenance and warranty support within the agreed turnaround times.

Targets and turnaround times shall be proposed as part of this implementation plan including on the method of reporting on the above indicators;

3. Describe your proposed quality control and assurance measures;
4. Provide timelines for the work in form of a Gantt chart, outlining possible critical issues that may arise in the course of the project. Attachment 1 contains a proposed schedule but Bidders may propose a more aggressive overall timescale. However it is highlighted and reinforced that the proposed schedule and preliminary Project Plan shall be realistic;

5. State the risks identified for the implementation of the work and how you plan to mitigate these risks;
6. Complete the attached compliance matrix (Excel file), demonstrating your understanding and compliance with the IAEA requirements as defined in the Statement of Work;
7. Assistance, information and resources expected from the IAEA.
8. Optionally (separately agreed between IAEA and the Contractor), in the 3rd phase, the translation of the already developed e-learning materials into other Agency languages (e.g.: French, Spanish and Arabic). The Contractor shall clearly state if they are capable of performing the translation but also any necessary changes to the technical design of the already developed e-learning modules.
9. Describe and demonstrate at least two previous e-learning examples, of a similar size or bigger, that you have developed in the last two years;
10. Technical experience of the staff, equipment used, facilities and production capacity as necessary for this project
 - Provide evidence that its Project Manager and key team is sufficiently competent to develop and deliver the required e-learning module(s). For evaluation purposes, the professional resumes of the key individuals planned to be involved in the project, including any key sub-contractors or partnership companies, shall be attached to the proposal. The key personnel shall be specifically identified for this project. The Project Manager and her/his key team, who are expected to be actively involved throughout the project, shall be specifically identified. Bidders shall provide CVs of these key personnel with following information:
 - Name (surname, first name);
 - Date of the resume completion;
 - Position / assignment planned within the Project Team;
 - Date of birth;
 - Citizenship/nationality;
 - Office Address;
 - Telephone number;
 - Fax number;
 - E-mail address;
 - Summary of work experience (with start and end date) and key qualifications (related to this Statement of Work, particularly with respect to previous assignments on projects of this magnitude and complexity);
 - Education;
 - Specialized training completed;
 - Record of professional experience;
 - Languages (including mother tongue) proficiency;
 - Computer skills;
 - Other related information such as major related publications (if any);
 - References (a minimum of two professional references should be provided indicating the name, company, position, address, telephone and fax number of each referee);
 - Percentage of their time dedicated to this work; and
 - Each resume shall be limited to three (3) pages using MS Word format, font size
11. Describe the software proposed, which shall be based on non-exclusive license terms. Associated Software License Agreement shall be submitted by the Bidders in the Proposal. The terms of the license agreement shall not overrule or conflict with the IAEA General Conditions of Contract.

D) EVALUATION CRITERIA

Evaluation of the Proposals by the IAEA will be based on the following qualification requirements and evaluation criteria.

1. **Qualification requirements:**

The following aspects will be **mandatory** to qualify for this procurement:

1. Adequate financial resources to fulfil the Agreement as determined by the IAEA;
2. Submission of a complete proposal in accordance with these instructions;
3. Acceptance without exception of the Contract Purchase Agreement and the General Conditions of Contract;
4. Meeting the mandatory requirements as defined in the Statements of Work; and
5. Provision of at least 2 previous e-learning examples of similar size or bigger developed by the Bidder in the last 2 years.

2. **Evaluation Criteria**

The proposals will be evaluated to determine the Bidder's quality against the following aspects, whereby the percentage in the brackets will be the relative weight:

- | | |
|---|-------|
| 1. Conceptual approach or plan for the implementation of the work | (25%) |
| 2. Proposed project management and preliminary delivery schedule | (25%) |
| 3. Company capability as demonstrated through the examples and other relevant experience and expertise pool | (20%) |
| 4. Proposed project manager and the key team | (30%) |

Cost will be compared on the basis of the estimated total price (applicable rates and level of effort) for the E-learning Modules described in Section 1.2 of the Statement of Work and the proposed rate card.

3. **Selection Criteria**

A Contract will be awarded to the supplier that will submit the best value for money proposal, combining cost and quality, whereby quality will be given a more weight than cost (70% versus 30%).



Section 5: COMMON SUPPLIER REGISTRATION FORM

Section 1: Company Details and General Information	
1. Name of Company:	
2. Street Address:	3. P.O. Box and Mailing Address:
Postal Code: City:	
Country:	
4. Tel.:	5. Fax:
6. E-mail:	7. Website address:
8. Contact Name and Title:	
9. Parent Company (Full Legal Name):	
10. Subsidiaries, Associates and/or Overseas Representative(s) - (attach a List if necessary):	
11. Type of Business (Mark one only): <input type="checkbox"/> Corporate/Limited <input type="checkbox"/> Partnership: <input type="checkbox"/> Others (Specify)	
12. Nature of Business: <input type="checkbox"/> Manufacturer <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Trader <input type="checkbox"/> Consulting Company <input type="checkbox"/> Others (Specify):	
13. Year Established:	14. Number of Full-time Employees:
15. License no. /State where registered:	16. VAT no. / Tax I.D.
17. Technical Documents available in: <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Others (Specify)	
18. Working Languages: <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Others (Specify)	

Section 2: Financial Information		
19. Annual Value of Total Sales for the last 3 Years:		
Year _____: USD/EURO_____million	Year _____: USD/EURO_____million	Year _____: USD/EURO_____million
20. Annual Value of Export Sales for the last 3 Years:		
Year _____: USD/EURO_____million	Year _____: USD/EURO_____million	Year _____: USD/EURO_____million
21. Bank Name: _____ Swift/BIC Address: _____		
Address: _____		
22. Bank Account Number: _____ Account Name: _____		
23. Please provide a copy of the company's most recent Annual or Audited Financial Report. If available, please provide Credit Rating by Dun and Bradstreet or equivalent:		

Section 3: Technical Capability and Information on Goods / Services Offered		
24. Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (please provide a Copy of your latest Certificate):		
25. International Offices/Representation (Countries where the Company has local Offices/Representation):		
26. For Goods only, do those offered for Supply conform to National/International Quality Standards? Yes <input type="checkbox"/> No <input type="checkbox"/>		
27. List below up to fifteen (15) of your Core Goods/Services offered:		
UNCCS Code	UNCCS Description (one Line for each Item)	National/International Quality Standard to which Item conforms

Section 4: Experience

28. Recent Contracts with the UN and/or other International Aid Organizations:

Organization	Value: (USD/EURO)	Year	Goods/Services Supplied:	Destination:

29. To which Countries has your Company exported and/or managed Projects over the last 3 Years?

Section 5: Other

30. Does your Company have a written Statement of its Environmental Policy? (If yes, please attach a Copy)

Yes _____ No _____

31. Please list any Disputes your Company has been involved in with UN Organizations over the last 3 Years:

32. List any National or International Trade or Professional Organizations of which your Company is a Member.

33. Certification:

I, the undersigned, hereby accept the basic IAEA- General Conditions, a copy of which has been provided to me and warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible:

Name

Functional Title

Signature

Date

NOTE: Please be informed that a number of Procuring Entities of the UN system have decided not to do business with companies or any of their affiliates or subsidiaries, which engage in any practice inconsistent with the rights set forth in the convention on the Rights of the Child, regarding certain protection applicable to children performing work, or engage in the sale or manufacture of anti-personnel mines, or any significant component produced primarily for the operation thereof.

INSTRUCTIONS FOR COMPLETION

The form should be typewritten in UPPERCASE and completed clearly and accurately ensuring that all questions are answered.

The numbers below correspond to item numbers on the registration form:

1. Full name of company.
2. Full street address.
3. Full mailing address (including P.O. Box, if any).
4. Telephone number, including correct country and area codes.
5. Fax number, including country and area codes.
6. Email address.
7. WWW Address.
8. Provide name of person (including title) or department to whom correspondence should be addressed.
9. Full legal name of parent company, if any.
10. Please provide, on a separate sheet if necessary, names and addresses of all subsidiaries, associates and overseas representatives if any.
11. Please tick one box. If the last box is ticked, please specify.
12. Please tick one box. If the last box is ticked, please specify. If the company is a manufacturer of some products and a trader/agent of others which they do not manufacture, both boxes should be ticked.
13. Indicate the year in which the organization was established under the name shown in Item 1.
14. Indicate the total number of full-time personnel in the company.
15. Provide the license number under which the company is registered, or the State where it is registered.
16. Provide the VAT number or Tax I.D. of the company.
17. Please tick the boxes for which languages the company is able to provide technical documents.
18. Please tick the boxes for which languages the company is able to work in.

19. Provide the total annual sales for the organization for the last 3 financial years in USD millions.
20. Provide the total export sales for the organization for the last 3 financial years in USD millions.
21. Provide the full name, address and SWIFT address of the bank used by the company.
22. Provide the company's bank account number and the account name.
23. Please provide a copy of your most recent annual report or audited financial report. If available, provide a rating by Dun and Bradstreet or equivalent (specify which).
24. List any Quality Assurance Certificates (e.g. ISO 9000 series) that have been issued to your company and provide a copy of the latest certificates.
25. List all countries where the company has local offices or representation.
26. Indicate whether the company's products conform to national/international standards. If yes please attach copies of the certificates.
27. Please list up to 15 of the core goods/services offered. If available, provide the UNCCS code and describe them according to the UNCCS description. A list of codes and descriptions used by the IAEA is attached. For each item, list the National/International Quality Standard to which it conforms.
28. Enter the name(s) of UN organizations which your company has dealt with recently. Provide the value and the year of the contract, the goods/services supplied and the country of destination of each contract. If you have had more than 7 of such contracts, please attach a separate sheet indicating the others. Documentary evidence of such contracts is required, e.g. copies of purchase orders. Organizations in the UN system are: UN; UNCTAD; UNEP; UNCHS(Habitat); UNICEF; UNDP; WFP; UNHCR; UNRWA; UNFPA; UNOPS; UNU; ILO; FAO; UNESCO; ICAO; WHO; WB; IMF; UPU; ITU; WMO; IMO; WTO; WIPO; IAPSO; IFAD; UNIDO; IAEA; ITC; ECA; ECE; ECLAC; ESCAP; ESCWA.
29. List export markets, in particular, all developing countries to which your company has exported over the last 3 years.
30. The Earth Summit, held in Rio de Janeiro in 1992, emphasised the necessity to protect and renew the earth's limited resources. Agenda 21 was adopted by 178 governments and lays an emphasis for the UN to exercise leadership, i.e. towards promoting environmental sensitive procurement policies for goods and services. Please indicate whether your company has a written statement of its Environmental Policy and, if so, please provide a copy.
31. List all disputes with UN organizations which your organization has been involved in over the last 3 years. If more space is required, please use a separate sheet.
32. Provide details of all national and international trade or professional organizations to which your company belongs.
33. Please read the enclosed UN General Conditions carefully, as signature of the form signifies acceptance. The form should be signed by the person completing it and their name and title should be typed, along with the date.

UNCCS Code and Description

Code	Description	Code	Description
321640	Paper for printing	482557	Counter, Liquid Scintillation Automatic
322300	Books/Journals	482660	Radiation Protection Equipment
322391	Reference Materials	482780	Non-Destructive Testing Equipment (Non-Radioactive)
337000	Nuclear Fuel	483220	Camera
340000	Chemicals	483235	Gamma Camera
342630	Isotopes, Radioactive	484000	Laboratory Equipment and Supplies
368114	Bags, Plastic	484640	ELISA Kits
369910	Office supplies	484728	Detectors, gamma
381212	Cabinets, metal	484730	Detector Radiation
388210	Surveillance cameras	484754	Dosimeter
429523	Stamps	484827	Nuclear Medicine QA Equipment
429684	Wire seals	484828	TLD Reader
439991	Mechanical Components	484876	Irradiator Gamma, Semi-Industrial
441800	Agricultural Equipment	484885	Radiation Protection Supplies
451621	Label printing machines	484970	Entomological Equipment
452110	Computer System, PC	512200	Services, Engineering Design
452119	PC accessories	512940	Subcontracting Services
452150	Computers, laptop/notebook	513000	Services, Construction
452160	LAN file servers	513953	Security system installation
		513993	Electrical/mechanical installation work
454250	Computer Printer	553410	Hydrology Equipment
454411	Scanner	562221	Services, Waste Conditioning
454420	Optical disk stations	571271	Satellite imagery
455000	Surveillance/control systems	572471	Analysis
455200	Radiotherapy Planning System	610000	Repairs
455800	Computer systems, special purpose	611430	Fencing and gate installations
455900	Surveillance/control systems	611500	Cleaning services
456122	Compact disks	612130	Lab equipment, maintenance repair
456130	Printer accessories	613114	Facsimile machines maintenance and repair
456132	Cartridges for printers	613120	Office equipment maintenance and repair
456134	Toner for laser printers	613130	Computer equipment maintenance and repair
458000	Computer Software	613133	Hardware and software maintenance and repair
458100	Software application packages	613140	Printing equipment maintenance and repair
458500	Software licenses	613310	Services, Maintenance
461000	Consumables, Electrical	613430	Vehicle maintenance and repair
462370	Electrical installation materials	633200	Travel agencies
462380	Electronic Components, Cables	664000	Services, Feasibility Studies
464110	Batteries	671210	Management consultancy
466000	Electronic Equipment /Components	674220	Services, Local Purchase
466590	Detector	691131	Printing equipment rental
467100	Telephone equipment	712100	Transportation
467111	Telephone set, cellular	730000	Training

469452	Accelerator, Electron		732270	Computer training
481000	Medical Equipment		742300	System design and development
481114	Radiotherapy Simulator		742600	Computer programming
481140	Brachytherapy Equipment		744600	Vendor-specific software support/maintenance
481152	Cobalt-60 Machine		753141	Nuclear materials analysis
481190	X-Ray Equipment		753200	Services, Inspection
481570	Veterinary Equipment		762000	Services, Installation
481995	Medical consumables		763333	Advertising
482110	Surveying / Navigation Equipment		792100	Printing services
482546	Spectrometer Nuclear		792300	Bookbinding services
482547	Spectrometer Mass			

Section 6: Confirmation of Receipt

E-Mail: Copy and paste into your E-mail

To: International Atomic Energy Agency, Vienna, Austria
Procurement Officer: Barbara V. Figiel
E-mail: b.figiel@iaea.org

ACKNOWLEDGMENT OF RECEIPT

Invitation to Bid/Request for Proposal number: **2012-13021-BF**
Description: **Development of E-learning Modules**
Tender Closing Date & Time: **2012-07-02 at 16.00 Vienna Time**

We have received the above mentioned Invitation to Bid, and we will

(please mark the box next to
the relevant text with
"X") :

- submit a bid in response
- not submit a bid in response, due to :
 - requirements are outside our normal activities
 - insufficient time to prepare bid
 - present lack of resources to undertake more work
 - cannot accept IAEA General Conditions of Contract
 - other: _____

FROM :

Company :

Address :.....
.....

Contact person: E-mail:.....

Tel. no. :

Signature: Date :